

DSPS control number

STIPULATION Rental Unit Energy Efficiency Standards

Type or print using black ink

Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m)]

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Sellers Name(s):		Rental Building Location - Street Address:	
Seller's Street address:		City:	County:
City:	State	Zip Code:	Number of rental buildings on this property:
Sellers Telephone Number (including area code):			Number of rental units in building:

Legal Description of Rental Unit Property. (You may attach a separate sheet):

Return To:

PARCEL IDENTIFICATION NUMBER:(PIN)

PIN:

Instructions: Information concerning the seller and the property should be filled in above. Information concerning the buyer and the buyer's signature should be filled in below. The Stipulation must then be submitted to the Department of Safety and Professional Services or to a DSPS agent for validation. A list of these agents is available on the WebSite <http://dps.wi.gov/Documents/Industry%20Services/Forms/Rental/DSPS%20AGENTS.pdf>. General questions should be directed to 608-266-1818. If there is not a DSPS agent in your area, send the stipulation to the address listed below. The validated stipulation will be returned to the buyer as noted below, or to another party as designated in the "Return to" block above.

This document is valid only if no previous stipulation or waiver is currently on file for this property.

STIPULATION AGREEMENT

I (we) agree to bring the above described property into compliance with SPS 367 energy standards no later than one year from date of validation.

Print Buyers Names:		Buyers Signatures:		Date Signed:
Buyers Street Address:		Buyers City, State, and Zip Code:		Buyer Telephone Number (inc.area code):
Validated by:		Date Validated:	DSPS Transfer Authorization Number:	
<input type="checkbox"/> Department of Safety and Professional Services <input type="checkbox"/> DSPS Agent Auth or Tax Rev #: _____				
Official's Signature:	Phone Number:	Expiration Date (one year from date validated):	S- _____	
Print Officials Name:		Official Title:	Municipality and County:	

Place DSPS Transfer
Authorization Number
Stamp here

TRANSFER OF STIPULATION (Use original or certified copy)

If the residential property described above is transferred within one year of the validation date of this stipulation and before the building(s) has been certified in compliance with SPS 367, the new buyer must sign below and forward a copy or fax of this document to DSPS at the address listed below.* By signing below the new buyer accepts responsibility to comply with this stipulation by the expiration date listed above. Transfer of the property after the expiration date is not valid without conformance to the energy standards. This transfer may be recorded using the transferred stipulation.

Print New Buyers Name:		New Buyers Signature:		Date Signed:
New Buyers Street Address:		New Buyers City, State and Zip Code:		New Buyers Telephone Number (including area code):

TRANSFER OF STIPULATION (Use original or certified copy)

If the residential property described above is transferred within one year of the validation date of this stipulation and before the building(s) has been certified in compliance with DSPS 367, the new buyer must sign below and forward a copy or fax of this document to DSPS at the address listed below.* By signing below the new buyer accepts responsibility to comply with this stipulation by the expiration date listed above. Transfer of the property after the expiration date is not valid without conformance to the energy standards. This transfer may be recorded using the transferred stipulation.

Print New Buyers Name:		New Buyers Signature:		Date Signed:
New Buyers Street Address:		New Buyers City, State and Zip Code:		New Buyers Telephone Number (including area code):

*This instrument was drafted by: **DSPS Rental Weatherization, PO Box 7302, Madison, WI 53707-7302 Telephone: 608-266-1818**

SBD-7115 (R02/15)

Copy Distribution: Recording (original with stamp); Agent; DSPS

Purpose: Section 101.122(4) and (6), Wis. Stats, requires that a properly authorized Certificate of Compliance, Stipulation, or Waiver accompany the transfer documents at the time of recording. This process is further explained in SPS 367, Wis. Admin Code. Receipt of the Certificate of Compliance indicates conformance with energy conservation standards of SPS 367.05. In lieu of the Certificate of Compliance, the purchaser may accept responsibility for future conformance with either a Stipulation or a Waiver under SPS 367.08(2).

Stipulation: The buyer of a residential rental building shall present a properly validated stipulation to the Register of Deeds at the time the property transfer is recorded (see instructions below). This indicates the building is subject to the rental weatherization rules, and that the buyer will bring the building into compliance with the energy standards within one year.

Building with existing lease: The buyer of a building with four units or less who intends to owner-occupy, but is unable to do so within 60 days of transfer due to an existing lease, is required to prepare a stipulation. DSPS will cancel the stipulation after confirmation that the owner has occupied a unit. A written notice and proof of owner-occupancy is required to be sent to DSPS. Required documentation for proof of owner-occupancy is two or more of the following: copy of driver's license, with current address; W-2 Wage Statement; income tax returns from two years; or telephone bills from two or more consecutive months. NOTE: Utility bills are not acceptable. DSPS will confirm cancellation by issuing a Satisfaction, which needs to be recorded with the Register of Deeds by the owner of the property.

Please note you may find Parcel Identification Number (PIN) information on tax assessment rolls, rolls from county property lister, or county tax rolls.

You may find all Rental Weatherization [Forms](#) and a list of unsatisfied stipulations and waivers on our web page: <http://dsps.wi.gov/RentalWeatherizationProgram>.

HOW TO SATISFY A STIPULATION:

1. Hire a state-certified Rental Weatherization Inspector to inspect the property and determine what requirements are needed to meet the state code. Inspectors are listed under "Building Inspection" in the yellow pages of telephone books. A list of Rental Weatherization Inspectors can be found on the Internet: [RW Inspectors](#).

Comparative shopping is recommended when contracting for inspection services since fees are based on the private inspector's costs and market competition. However, the maximum fee for inspection and certification of a residential rental property is set by statute. This fee includes an initial inspection, the Field Inspection Report, a final inspection for compliance, and the issuing of the Certificate of Compliance and the Certificate of Compliance Stamp. The maximums are:

- a. 1 or 2 rental units \$250.00
- b. 3 to 8 rental units..... \$250.00 plus \$50.00 for each additional rental unit over 2
- c. Over 8 rental units..... \$500.00 plus \$25.00 for each additional rental unit over 8

2. The inspector will leave a copy of a Field Inspection Report and will discuss the requirements with you.
3. If weatherization requirements have been identified by inspection, then you should either hire a contractor or perform the work yourself to bring the building into code compliance.
4. After completion of the work, you should contact the inspector and request a final inspection.
5. The inspector will re-inspect the property, then issue a Certificate of Compliance if all requirements are satisfied.
6. The owner will receive an original Certificate of Compliance **which must be recorded at the county Register of Deeds office negate the stipulation**. The inspector will send a copy of the certificate to Safety and Buildings Division. When Safety and Buildings receives the certificate, the stipulation will be satisfied.

All **work must be completed** and the **Certificate of Compliance issued within 12 months of the original date of the stipulation** or the owner is subject to a fine according to Stats. 101.122(7)(d).